

Comptroller's Directive No. 2-05
Attachment 29
Supplemental Information – Revision Control Log

Purpose	This attachment is used to identify revisions to the supplemental information submitted to DOA. This is similar to prior year's Attachment 29.
Applicable agencies	All agencies that revise supplemental information previously submitted to and accepted by DOA.
Due date	As revisions are made
Submission requirements	<p>Contact DOA if the agency has any problems with the files.</p> <p><u>After downloading the files, rename the spreadsheet file using the agency number followed by Att29.</u> For example, agency 151 should rename its Attachment 29.xls file as 151Att29.xls.</p> <p>Submit the excel spreadsheet electronically to finrept@doa.virginia.gov.</p> <p>Copy APA via E-mail to APAFinRept@apa.virginia.gov.</p> <p>Do <u>not</u> submit paper copies of the excel attachment.</p>
Supplemental information revisions	<p>If revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original supplemental information submission, resubmit the revised supplemental information <u>AND</u> submit a completed Attachment 29 identifying the change.</p> <p>Enter the revision date, a description of the supplemental information, due date of the submission, and the previous and revised information.</p> <p>If the supplemental information is revised more than once, do not delete the control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions to the supplemental information submissions to date.</p>

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